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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
THRU : Chief, Operations School, OTR
FROM : Chief Overseas, Operations School, OTR

DATE: 25 February 1959

SUBJECT: Weekly Activity Report #8

A. SIGNIFICANT ITEMS:

None to report.

B. OTHER ITEMS:

25X1A14a [redacted]

25X1A9a 2. VISIT OF [redacted] OF THE PP STAFF:

25X1A9a
25X1A9a On 19 February [redacted] spent about two hours with [redacted] discussing the type of PP training material most needed for field training purposes. They reviewed with him the conclusions we had reached from our survey of training materials of last summer (WAR #31, 30 July 1958) and he promised to supply us with staff papers that would be useful for background material.

3. COMMENTS ON THE REPORTING GUIDE:

25X1A9a On 18 February [redacted] discussed with [redacted] 25X1A9a of the Intelligence School Staff his comments on the Field Officer's Guide to Intelligence Information Reporting. We had suggested the discussion in order to explain to [redacted] 25X1A9a that the procedures of the Clandestine Services to which this paper was tailored differed widely from those of the overt

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components of the Agency and that this accounted for a great deal of his confusion in reading the guide. Nevertheless a number of his suggestions were valid for the intended use of the paper, and if a revision is made will further our effort to make CS reporting more responsive to the needs of analysts.

4. VAULT CHECK:

On 19 February the Intelligence School informed C/OS by memo that training materials, dated 1954 or earlier, which fill eleven filing cabinets in the R&S vault would be sent to Vital Records on 1 April 1959 with instructions to destroy them in one year's time. [redacted] and [redacted] rechecked the materials for anything of interest to the Operations School, and selected a few studies on [redacted] Movement. [redacted] was informed of the action taken.

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5. TRAINING MATERIALS IN PREPARATION:

a. Glossary of Intelligence Terminology: On 24 February [redacted] of the Office of Communications reviewed the draft glossary and made two or three suggestions related to communications terminology. The staff reviews of this draft will be complete with the receipt of the CI comments, promised by [redacted] by the end of the week.

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b. Proposed CS Regulations (WAR #45, 5 November 1958, page 3): [redacted] reported that "Maggie" had cited him for delinquency because he had not yet given her the CI comments on our proposals for new and revised regulations pertaining to training matters. He promised that [redacted] would get them by the end of the week (a busy Friday for Joe!), and incidentally threw us a bouquet for their form.

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6. TRAINING MATERIALS FORWARDED:

[redacted]

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b. Case Histories: thirteen more items to [redacted] 25X1A9a
25X1A9a [redacted]

c. Red Interpreter: one set of this six volume publication to [redacted] of [redacted] for eventual passage to an element of the [redacted] 25X1A
25X1A9a
25X1C8a 25X1C8a
[redacted]

[redacted] 25X1A

e. Tradecraft Guide: two to [redacted]
25X1A9a
25X1A8a [redacted] Senior Reports Officer;

f. Operational Reporting: three papers on loan for use by instructor personnel in the IRRR course.

C. ADMINISTRATIVE ITEMS:

On 24 February [redacted]
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25X1A [redacted] discussed the details of her proposed assignment to SR Division, suggested by Ed 30 January (see page 7, WAR #5, 4 February). When this matter was first discussed
25X1A9a with SR, it was pointed out that [redacted] was an ST designee and her assignment to SR would normally be for a two-year period and that final OTR decision for her release would be based on how much the proposed assignment would benefit her career.

According to Ed, this arrangement is agreeable to SR Division and he has planned a comprehensive program for
25X1A9a [redacted] CE development. As he outlined the program,
[redacted] 25X1A
program for OTR approval this week. Although we will
25X1A9a greatly miss [redacted] we do not feel we could permit her to refuse such a promising assignment.

25X1A9a [redacted] was briefed in some detail on 24 February by me and [redacted] regarding the duties she 25X1A

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will take over as replacement for [redacted]. We are very happy to welcome Jeri to our staff, and look forward to her joining us the end of this week.

The monthly report for the DDS appears as an attachment to this report.

[redacted] 25X1A9a

ATTACHMENT